

Medical Reserve Corps Day Captain

Qualifications:

- Completion of MRC POD Overview Orientation
- Required vaccine

Mission: To support MRC volunteers at Mount Rogers vaccination clinics.

Report To: Mount Rogers Manager for the Day

PPE: Must wear mask and face shield/safety glasses/goggles. May require dry-ice gloves

- This position may be inside or outside, so dress accordingly.

Job Actions:

- Ensure that each volunteer checks in and out.
- Notify Unit Coordinator of any absences. If clinic needs more volunteers, text Kristina at 276-274-0555, or Pat at 804-314-5802.
- Make introductions between team members, as necessary
- Keep a copy of the day's Deployment Confirmation
- Make sure each volunteer is comfortable with the Job Action Sheet for his/her duties.
- Provide any Just-In-Time training required.
- Give each volunteer an overview of the facility – breakroom, bathroom, supplies, etc.
- Orient first-time volunteers to POD operation and provide Just-In-Time Training.

Shift Checklist:

- Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform supervisor immediately.
- Wear badge at all times.
- Wear reflective vest when outside.
- Sign off/report to Day Manager

Please enter your hours after each shift. Thank you!

[SWVA MRC-Volunteer Hours & Responsibility Tracker 2021](#)